

Missouri Public Service Commission

EFIS – Increase Document Security For Non-Case Related Submission

If a document is submitted with an incorrect security setting, only the user who made the submission will be allowed to increase the security. This function will only be available for two weeks, fourteen calendar days, after the document is submitted.

To increase the security setting on a document filed in a non-case related submission:

1. Log on to EFIS.
2. From the 'Welcome' screen, click the '**Filing/Submission**' menu option.
3. Select the '**Non-case Related Tracking Sheet**' link to continue to the '**Tracking Sheet**' screen.

Welcome to MO PSC Electronic Filing/Submission

[New Case](#)
[Existing Case](#)
[Tariff Submission](#)
[Interconnection Agreement Informal Submission](#)
[Non-Case Related Submission](#)
[Non-case Related Supplemental Submission](#)
[Data Request](#)
[Service List](#)
[Docket Sheet](#)
[Non-case Related Tracking Sheet](#)

Exit

4. Beside '**Tracking No.:**', input the non-case related tracking number.

Tracking Sheet

Tracking No:

Type of Submission:

Item No.	Date Filed	Title Of Filing	Filed On Behalf Of
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Print Clear Exit

5. Under '**Item No.**', select the correct item number link which needs to have the security level amended.

Tracking Sheet

Tracking No: BETC-2016-1903
Type of Submission: Non-Case Related Submission

Item No.	Date Filed	Title Of Filing	Filed On Behalf Of
1	5/13/2016	ETC Informational Filing Comments ETC Informational Filing	Electric Missouri, Inc.-Investor(Electric)

Print Clear Exit

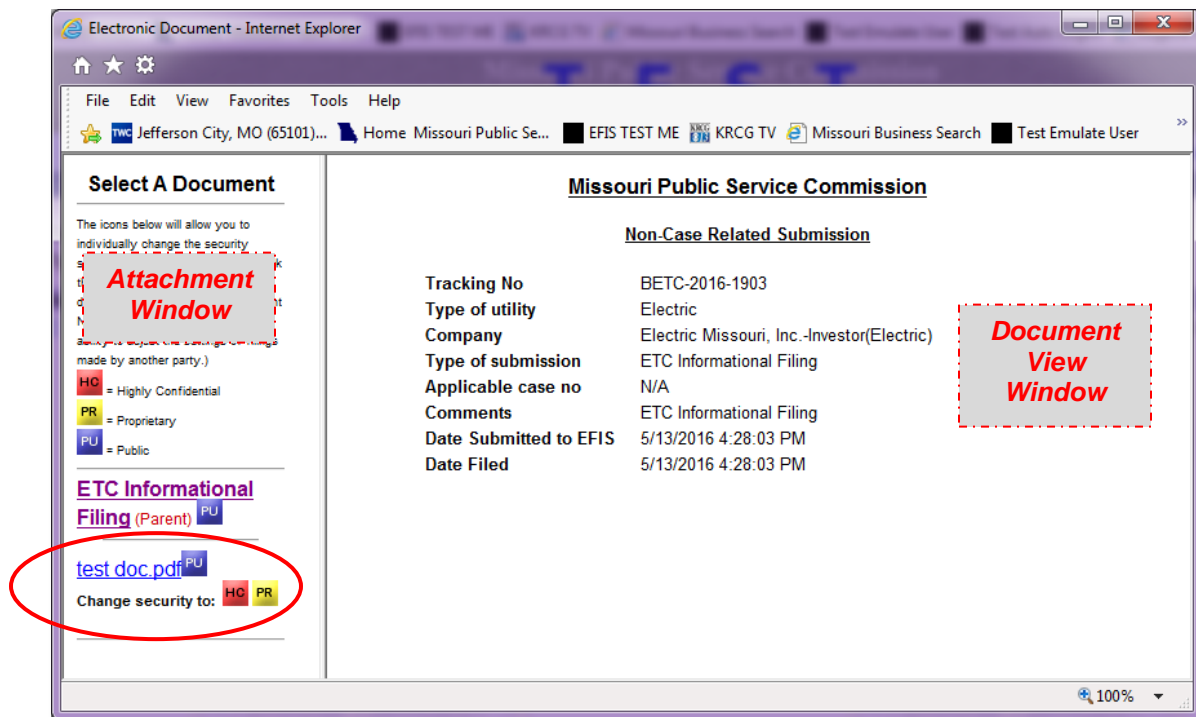
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On the left-hand side (Attachment Window) of the 'Electronic Document – Internet Explorer' screen, a list of documents along with the current security setting icons will be displayed. If the user is authorized to increase the security level of the document, there will be additional icon(s) displayed beside the document link.

6. In the 'Attachment Window', click the appropriate security level icon to change the security setting of that document.

Note: For each document filed in EFIS, the system automatically creates a 'parent template' using the information entered by the user. The security level of this template is always public and cannot be changed.

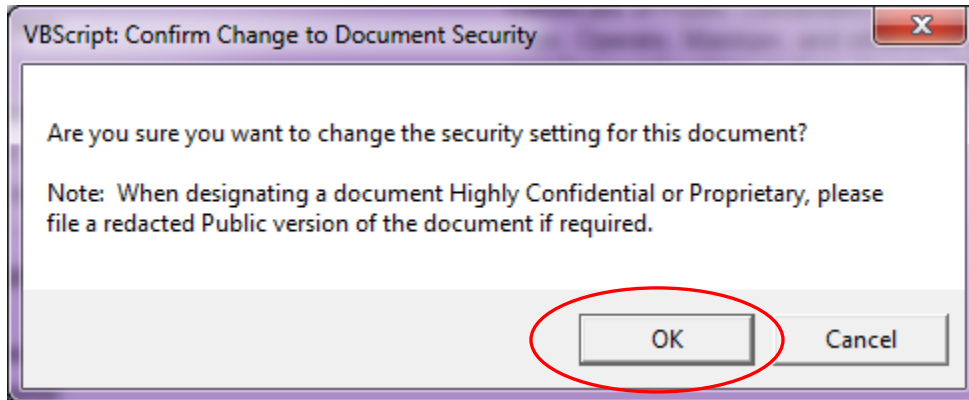


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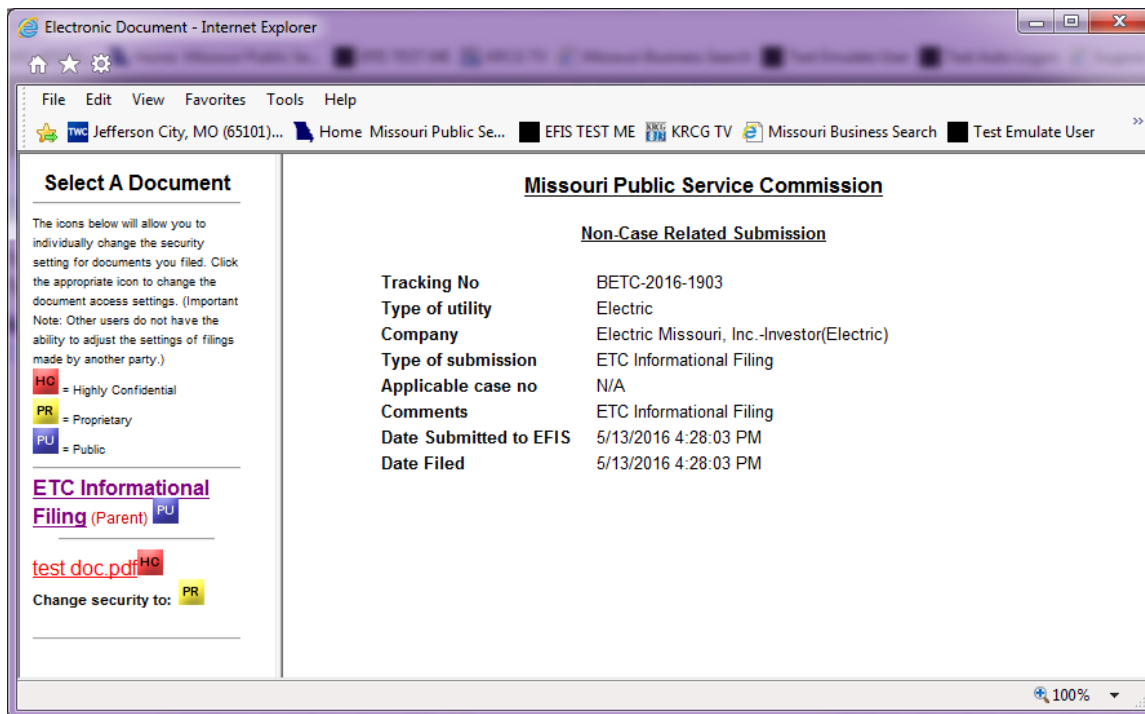
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A confirmation message will be displayed. As noted in the prompt, the user may be required to file a redacted Public version of the document.

- Click the **OK** button to confirm or the **Cancel** button to cancel the security level change.



After confirming the changes, the 'Attachment Window' will display the updated security level change. There will also be an e-mail notification sent to all parties to the case of the change.



For additional assistance or to lower the security level of the document, please contact the Data Center at 573-751-7496 (local to Jefferson City, MO) or datacenter@psc.mo.gov